



Our Future Starts  
With *You!*

**POSITION:** Clerk I (HELPS)

**DEPARTMENT:** Office of the Albany County Clerk

**SALARY:** \$31,354

**BENEFITS:**

- ▶ Paid Time-Off
- ▶ Tuition Reimbursement
- ▶ NYS Retirement
- ▶ Health, Dental, Vision and Hearing
- ▶ Employee Assistance Program

**RESPONSIBILITIES:**

Performs a variety of routine clerical procedures. Employees in this class are usually trained to do specific duties in an assigned area. The work is performed under direct supervision during training. Employees receive detailed instructions and close supervision at the beginning of their employment and subsequent to new assignments. The Clerk I position may be an entry-level position for advancement to higher level and specialized functional responsibilities within an operating agency. Does related work as required.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma.

Apply online at the Current Job Opportunities tab of the Albany County Civil Service Portal. Cover Letter and resume required. Resumes, cover letters, transcripts and licenses/certifications can be uploaded to the application before completing submission.

Candidates will not have to take an exam for this title. This is a Hiring Emergency Limited Placement (HELP) Program-designated title. The HELP Program is a temporary program designed to help local government employers address current staffing issues. Traditionally, the titles filled under the HELP Program required job candidates to compete in a competitive exam to be considered for employment. For the duration of the program, this title will be classified as non-competitive and categorized as a "HELP Program" position. At the close of the program, this position will revert to competitive class status. Employees occupying positions filled through the HELP Program will be granted competitive class status without the need to participate in a competitive exam.

**POINT OF CONTACT FOR INQUIRIES:**

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